

Meeting Agenda - Minutes Worksheet

Team Name: Upton Affordable Housing Trust (hereinafter referred to as “the Trust”)
 Meeting Purpose: General Business Meeting
 Chair: Amanda Graham
 Date, Time, Location: Monday, July 23, 2018 // Upton Town Hall, BoS Conference Room // 6:00PM
 Meeting Number: #7-2018-07
 Members Present: Amanda Graham, Richard Desjardins, Rich Whitehouse, Karen Intinarelli
 Minutes Status: Approved

Agenda Item / Topic	Presenter	Discussion / Conclusion	Action / Responsibility
Call Meeting to Order / Review the Agenda	Amanda	The special meeting was called to order at 6:02 PM. The agenda was reviewed and approved.	Informational
Approval of Previous Meeting Minutes	Amanda	The minutes of meeting # 6-2018-06 were reviewed and a motion was made to approve them. The motion passed unanimously.	Informational
28 Hartford Ave. North Proposals	Amanda	- Reviewed submitted proposals for property redevelopment - Developed questions/comments on Habitat for Humanity’s proposal to be issued to Habitat for response and discussion at next meeting. - Motion made to issue questions/comments to Habitat. Motion passed unanimously. - Graded Habitat proposal (based on criteria outlined in RFP): <ul style="list-style-type: none"> • Experience – Exceptional (provided proof of completing >5 similar projects) • Ability – Good (AHT involved in review process, community character considered) 	Rich to issue questions & comments to Habitat for Humanity, and invite Habitat for Humanity to next Trust meeting
28 Hartford Ave. North	Amanda	- Motion made to engage Barrows Contracting for demolition of existing structures based on their proposal from earlier this year. Motion passed unanimously.	Richard to coordinate w/ Barrows Contracting
Governor’s Landing	Amanda	- Reviewed conceptual site plan - Motion made for Amanda to issue letter to Planning Board requesting 25% affordable units to be included in development (on-site), evenly distributed across the site	Amanda to issue letter to Planning Board
Next Meeting Look Ahead <ul style="list-style-type: none"> • Location • Date & Time • Topics 	Amanda	The next meeting will take place in the Upton Town Hall (room to be determined) on Monday, August 13, 2018 at 6:00 PM. Updates on the above items and other affordable housing opportunities.	Amanda will generate an agenda and reserve a conference room
Adjourn the Meeting	Amanda	The meeting was adjourned at 7:23 PM	Informational